

DISCIPLINE

(May 2003)

6237

Responsibility

All

The supervision of ward behavior in a conservation camp is the responsibility of all employees of the two cooperating agencies. Discipline will be administered to maintain proper control and to conserve human values and individual dignity.

DISCIPLINARY DECISION MAKING SYSTEM (DDMS)

(May 2003)

6237.1

The (DDMS) is a process which ensures a ward the right to due process in disciplinary matters. Disciplinary actions which impose a sanction or deprive a ward of something he/she reasonably expects as part of his/her prescribed program because of an institutional rule or law violation shall be conducted within the following constraints:

- The ward shall have specific, prior knowledge regarding his responsibilities, institution rules, and individual program objectives.
- Disciplinary actions shall be determined fairly.
- Higher decision-making standards shall be applied as the potential deprivation to the ward increases.

Disciplinary measures shall not be:

- Degrading or humiliating to the ward.
- Disproportionate to the behavior requiring action.
- Unusual compared with prevailing practices; e.g., with holding food and physical force are prohibited. The DDMS shall not be considered distinct from treatment but instead shall be considered one aspect of treatment, which will enhance the total treatment process.

CASE CONFERENCE

(May 2003)

6237.2

Responsibility

Superintendent Division Chief

Ward performance will be evaluated by a case conference committee consisting of a minimum of three members in addition to the ward. The case conference committee in each camp may be comprised of any of the following personnel:

- The parole agent.
- The ward CDF fire captain/work area supervisor.
- The ward counselor.
- Senior youth counselor.
- Treatment team supervisor or assistant camp superintendent.
- Academic instructor.

The case conference committee will perform the following tasks for each ward a minimum of 120 days:

- Evaluate ward performance, dormitory behavior, progress on goals, school- work, and work ethics.
- Program credits earned this period.

The case conference committee will make casework recommendations regarding the following:

- Work Assignment.
- Extensions of program.
- Day pass privileges.
- Work furloughs.
- Referral to parole.
- Change in ward's program.

Documentation of ward performance is a joint responsibility of CDF and CYA. The camp staff will have the necessary paperwork prepared before case conference.

FIGHTS AND QUARRELS

6237.3

(May 2003)

Responsibility

All

If a fight appears imminent among wards, the supervisor shall firmly order them to cease hostile talk or action. An effort should be made to separate the participants by putting them in different work areas. Notify the camp and request assistance or other law enforcement if circumstances dictate. Shall not use physical force to separate wards engaged in combat. CDF staff should report the complete incident to CYA duty officer immediately. Start making written notes immediately after the fight is settled. Include the names of all participants and witnesses; probable reason; how, when, and where it happened; and your words and actions. Retain all notes for possible future use or review. Be more conscious of custody requirements following a fight, as one or the other of the individuals may attempt to escape rather than face the consequences of the fight. Be alert for other members of the crew becoming involved. Document using DDMS.

REQUESTING REMOVAL FROM WORK ASSIGNMENT

6237.4

(May 2003)

Responsibility

Work Area Supervisor

If a ward becomes unruly or interferes with crew performance on a work project, the supervisor may:

- Without neglecting crew supervision, remove the ward to a supervised location separate from the crew, or
- Notify the camp and request that the individual be picked up and returned to camp; or
- Return the entire crew to camp.

If assistance is unavailable from camp and returning the crew to camp is not feasible, local law enforcement may be contacted for assistance.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)